Oklahoma Department of Career and Technology Education
Carl Perkins Innovation Grant
Career Pathways, Workforce and Industry Partnerships Grant 2022-2024

Each Carl Perkins Innovation Grant Application is unique. Please read this document entirely and follow the instructions below. Provide all information requested in the order requested, including required narrative, table information, and supporting material(s). This document contains the following information:

Overview
Expectations
Application Outline
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Purchase of Equipment
Process
Application Cover Page
Budget Section
Application Evaluation and Award
Scoring Rubric

Overview of Career Pathways, Workforce and Industry Partnerships Grant

In an ongoing effort to support Career Pathways, Workforce, and Industry Partnerships the Oklahoma Department of Career and Technology Education supports the development of new innovative Career Pathways and the enhancement of existing Career Pathways in high-skill, in-demand, or high wage occupations. The Career Pathways and corresponding Programs of Study developed with these funds should support local and state industries in meeting workforce needs while embracing rigorous and innovative academic and technical education. **Perkins LEAs or consortia meeting the $15,000 requirement, technology centers, or technology center coops, and postsecondary institutions or consortia meeting the $50,000 requirement are eligible to complete the grant application. Successful applicants will receive two-year innovation funding up to 50,000.00 for the first year of funding; and up to $25,000.00 for the second year of funding. Recipients must meet set benchmarks at the end of the first funding year to receive the second year of funding.**

Expectations

1. The Career Pathways and Industry Partnerships Grant supports professional development and learning activities that support the local, state, and global economy in developing and improving Career Pathways and industry partnerships in order to allow for a seamless transition of secondary education to postsecondary education to employment in high skill, high wage, and high demand careers.
2. Career Pathways being developed and/or enhanced are driven by labor market demand in the local workforce development areas.
3. Building and/or strengthening relationships with partners to support Career Pathways students may pursue.
4. Combines a college-ready academic core with challenging technical studies and require students to complete real-world assignments.

5. Aligns secondary, postsecondary and workplace learning through strategies like dual enrollment and work-based learning (such as registered apprenticeships, internships, job shadowing, etc.)
6. Clearly identified pathways from secondary CTE programs that lead to postsecondary programs that lead to postsecondary certifications, licenses, and/or degrees. Career pathways will include multiple entry and exit points and provide stackable industry credentials.
7. Evidence of a dedicated advisory team/planning committee. This may include partners from secondary education, technology centers, community colleges, business and industry, local workforce boards, or other partners/stakeholders.
8. Creates and deploys guidance systems that include career information, exploration and advisement to students and clients.

Application Outline

Section 1: Plan for Implementation

1. Describe the Career Pathway(s) you plan to develop, implement, and/or enhance with the funds from this grant. Describe the goals you wish to accomplish with the funds requested.

2. Describe the current workforce needs, and describe what industry-recognized credentials, certifications, and/or degrees the Career Pathway may include.

3. Describe each of the partners that will assist you in carrying out this grant, collaboration, and the role each partner will play in implementing Career Pathways. Provide letters of support from each of the partners.

4. Describe how academics and technical education will be integrated within the Career Pathway.

5. Describe the business workforce need being addressed by the Career Pathway grant. Indicate the industry(s) and occupations being represented, how the need was determined, and the occupational skills to be addressed. Include in your description workforce data from your area in the Career Pathway(s) you plan to develop/enhance.

6. Describe how the Career Pathway(s) being developed and/or enhanced will lead to occupations that are:
   - high skill,
   - in-demand, or
   - high wage

7. Describe how the development, implementation, and enhancement of Career Pathways will be sustained.

Section 2: Evaluation Plan, Data Collection, and Benchmark Measures

Each applicant will be required to provide a continuous improvement plan that includes data that will be used to benchmark student achievement, monitor, and revise the implementation strategies. These benchmarks will be used by ODCTE to determine progress on project goals; if progress is shown award of second year funding will proceed.

Evaluation Plan and Benchmark Measures
Project Goal:
Objective 1.
Data Collection and Measures
1.a.
1.b.
1.c.
Objective 2.
Data Collection and Measures
2.a.
2.b.
2.c.
Objective 3.
Data Collection and Measures
3.a.
3.b.
3.c.

*Figure. Evaluation Plan and Measures
*this chart is linked in the CTIMS application

Section 3: Budget Narrative

- All applicants will submit a budget narrative itemizing expenses for the proposed

project. The budget items should be listed to show estimated cost of each line item. Each line must be detailed and specific. General expenses should be broken down into specific line items.
- Narrative on how the specific items purchased will be used in the instruction of students must be included in this section.
- Expenses should be outlined by grant year.
- Note: Funds may be used for professional development, travel, supplies, curriculum, equipment, and any other allowable expenses necessary to carry out the intent of the grant.
- Funds must be spent according to Carl Perkins allowable expenses.

Section 4: Letters of Support

Letters of support are attached from one or more representatives of the following partners:

- K-12 school district
- Technology Center
- Community College/Higher Education
- Local Workforce Development Board
- Business and Industry partner(s)

Eligible applicants
Eligible applicants who successfully complete the Carl Perkins application under the current Perkins V Act are invited to participate in the Innovation Fund Grants process by:
- Meeting the criteria designated in the Local Application for Carl Perkins Funding, including the Comprehensive Local Needs Assessment.
- Meeting the criteria in the Overview section for the desired Innovation Fund Grant,
- Successfully completing the Innovation Fund Grant Application, and
- Documenting the human, financial, and time commitment required to meet the intent of the focused grant.

Process
To ensure a comprehensive and expedient review, applicants must submit the application as follows:
- Applications must be submitted through the Career Tech Information Management System's grant module. The online system is located at the link below:
  - https://ctims.okcareertech.org/CTBDSWeb/
    - Video tutorials on how to utilize the system are located at the following link: https://oklahoma.gov/careertech/educators/legislation-assistance/perkins/ctims-resources/invoice-training-videos.html

- **Applications are due May 6, 2022.**

Application Evaluation and Award
All Reserve Fund Grant Applications will be evaluated and awarded on a competitive basis.

Applications will be reviewed and evaluated, **using a rubric**, by a team of state agency personnel. All reviewers' evaluations will be compiled for final scoring. If members of the evaluating team have questions or require verification regarding the application, they will notify the grant contact person to provide the requested supplemental information.

Each applicant awarded funds will participate in at least one status report during the project year and an end of year report/meeting. Second year funding will be contingent on showing progress towards completing grant benchmarks set in the application process.

Funds are made available on a reimbursement basis. Each applicant awarded funds will receive instructions for receiving such funds in the approval award letter.

Questions can be directed to:

Cori Gray, Deputy State Director, cori.gray@careertech.ok.gov 405.743.5198
Jordan Duck, Federal Programs, jordan.duck@careertech.ok.gov 405.743.5401

GRANT SCORING RUBRIC:
Career Pathways, Workforce, and Industry Partnerships Grant

Using the following rubric, reviewers will assign numerical scores and prepare comments. The review team will meet to determine consensus.

SCHOOL/INSTITUTION NAME:_____

REVIEWER NAME:_____

TOTAL SCORE:_____/125

Plan Criteria	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
Itemized Budget: **5 points**	Applicant has followed all formatting requests providing detailed descriptions of item purchases including programmatic area where items would be used. For full points formatting should be as shown below: Program area – item purchased. Has no items requested that are not discussed in the budget narrative. **4-5**	Applicant has followed the requests and have provided the requested information including programmatic area where the item will be used and adequate descriptions. Formatting may be different than the provided example, descriptions of items may be vague on brand or specifications. Has no items requested that are not discussed in the budget narrative. **2-3**	Applicant did not follow the requested formatting, provides poor or inadequate description of requested items. May not provide programmatic area, or provides partial information. Has items requested that are not discussed in the budget narrative. **0-1**
Plan for Implementation – 80 total pts			

Career Pathways Development and Description of Goals **10 Points**	The application includes a full description of career pathway(s) the applicant plans to develop, implement, and/or enhance. Goals of this plan are fully described. **7-10 points**	The application includes a partial description of career pathway(s) the applicant plans to develop, implement, and/or enhance. Goals of this plan are partially described or vague in context. **4-6 points**	The application includes a very vague or no description of career pathway(s) the applicant plans to develop, implement, and/or enhance. Goals of this plan are not included. **0-3 points**
Workforce Needs and Industry recognized credentials, certification, and/or licensures **10 points**	The application includes a full description of workforce needs. The description also includes what industry-recognized credentials, certifications, and or degrees the career pathway includes. **7-10 points**	The application includes a partial description of workforce needs. The description includes what industry-recognized credentials, certifications, and or degrees the career pathway includes. **4-6 points**	The application includes a very vague or no description of workforce needs. The description does not include what industry-recognized credentials, certifications, and or degrees the career pathway includes. **0-3 points**
Collaboration with Partners and Letters of Support 10 Points	A full description of the collaboration between each of the partners assisting the applicant is provided. A full description of roles of each of the partner in implementing the career pathways is provided. Letters of support are provided for each of the partners identified. **7-10 points**	A partial description of the collaboration between each of the partners assisting the applicant is provided. A partial description of roles of each of the partner in implementing the career pathways is provided. Letters of support are provided for some of the partners identified. **4-6 points**	A very vague or no description of the collaboration between each of the partners assisting the applicant is provided. A very vague or no description of roles of each of the partner in implementing the career pathways is provided. Letters of support are not provided for each of the partners identified. **0-3 points**

Academic and Technical Education Integration **10 pts**	The application includes a full description of both academic education and technical education being fully integrated in the career pathway(s). **7-10 points**	The application includes a partial description of academic education and technical education being fully integrated in the career pathway(s). **4-6 points**	The application includes a very vague or no description of academic education and technical education being fully integrated in the career pathway(s). **0-3 points**
Business Workforce Need and Workforce Data **10 pts**	The application includes a full description of business workforce needs. Industry(s) and occupations are listed or described in the narrative. A full description of how the business workforce need is provided. A full description of the occupational skills being addressed is provided. Workforce data from the applicant's area for the specific career pathway(s) to be developed and/or enhanced is provided. **7-10 points**	The application includes a partial description of business workforce needs. Industry(s) and occupations are listed or described in the narrative. A partial description of how the business workforce need is provided. A partial description of the occupational skills being addressed is provided. Workforce data from the applicant's area for the specific career pathway(s) to be developed and/or enhanced is not provided. **4 - 6 points**	The application includes a very vague or no description of business workforce needs. Industry(s) and occupations are not listed or described in the narrative. A very vague or no description of how the business workforce need is provided. A very vague or no description of the occupational skills being addressed is provided. Workforce data from the applicant's area for the specific career pathway(s) to be developed and/or enhanced is not provided. **0-3 points**
High Skill, High Wage, and/or in-Demand **10 pts**	The application includes a fully description of how the career pathway leads to occupations that are high skill, high wage, and/or in-demand. **7-10 points**	The application includes a partial description of how the career pathway leads to occupations that are high skill, high wage, and/or in-demand. **4-6 points**	The application includes a very vague or no description of how the career pathway leads to occupations that are high skill, high wage, and/or in-demand. **0-3 points**

Sustainment of Grant **10 pts**	Sustainability has been fully addressed and describes how the continuation of the career pathway career will continue concluding the grant's funding period. **7-10 points**	Sustainability has been partially addressed and partially describes how the continuation of the career pathway career will continue concluding the grant's funding period. **4-6 points**	Sustainability has not been fully addressed and does not describe how the continuation of the career pathway career will continue concluding the grant's funding period. **0-3 points**
Measurement of Success of the Grant **10 pts**	A full description of the measurement of success of the grant award is provided. The applicant includes definable measures of success for the grant. **7-10 points**	A partial description of the measurement of success of the grant award is provided. The applicant did not include definable measures of success for the grant. **4-6 points**	A very vague or no description of the measurement of success of the grant award is provided. The applicant did not include definable measures of success for the grant. **0-3 points**
Budget Justification **10 pts**	The budget narrative itemizes expenses in detail (what, why and how used) and provides calculations. The budget is reasonable and cost effective. Budget and budget narrative are aligned. **7-10 points**	The budget narrative provides a general explanation of expenses (what, why, and how used) and provides calculations. The budget is reasonable and cost effective. Budget and budget narrative are aligned. **4-6 points**	The budget narrative does not provide an explanation of expenses. The budget is not reasonable or cost effective. Budget and budget narrative are not aligned. **0-3 points**
Key Personnel **5 pts**	Key personnel are identified and include counselor(s), other faculty/administrator and appropriate partners. Chart is complete and roles of all are clearly stated. **4-5 points**	Key personnel are identified and include counselor(s), other faculty /administrator and appropriate partners. Chart is incomplete and roles of people are not clearly stated. **2-3 points**	Key personnel are identified and include a few of the following: counselor(s) and other faculty/administrator. Chart is incomplete and roles are not included. **0-1 points**

Innovative Idea(s)/ Strategies **25 pts**	Application presents a new innovative strategy or goal. Changes to the way the organization accomplishes its work should be present. Incorporates new infrastructure and resources towards achievement of desired outcomes. Supports a culture of Innovation and that rewards Innovation. **25-17**	Application presents a new innovative strategy or goal. Changes to the way the organization accomplishes its work could be present. Incorporates new infrastructure and resources towards achievement of desired outcomes. May support a culture of Innovation and that rewards Innovation. **16-8**	Application does not present some new innovative strategy or goal, mostly standard practices. Changes to the way the organization accomplishes its work are not present. May Incorporate new infrastructure and resources towards achievement of desired outcomes. May support a culture of Innovation and that rewards Innovation. **7-0**
Repeat Applicant **-15pts**	Applicant submitted same grant submission requesting similar or the same project funding from preceding grant award years and was selected for funding in that/those preceding grant year(s). **-15 to -12 pts**	Applicant submitted similar grant submission requesting some similar project funding and some different project funding than preceding grant award years. Applicant was selected for funding in that/those preceding grant years. **-11 to -6 pts**	Applicant submitted grant submission in preceding grant award year. Projects are different and/or complementary but not the same. **-6 to 0 pts**
TOTAL (125pts)			